

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

October 1993

Vendor Express

TITLE II
Voucher and Invoice Payments Manual

CHAPTER 1
Introduction

SECTION 2
Vendor Express



Initial Publication

October 1993

Table of Contents

	Page
Overview	1
Advantages of Vendor Express	1
Vendor Express Enrollment	1
Vendor Express Identification Numbers	2
Payment Information	4
<i>Exhibits</i>	
1. Vendor Enrollment Package	7
2. Form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form	13
3. Prenotification Letter	15
4. Proof Letter	16

Voucher and Invoice Payments Manual
Introduction
Vendor Express

(reserved)

Voucher and Invoice Payments Manual

Introduction

Vendor Express

Title II
Chapter 1
Section 2

Overview

Direct Deposit/Electronic Funds Transfer (DD/EFT) program was established pursuant to Public Law 92-366, enacted August 7, 1972 (31 USC 492 (D)) for directing payments electronically to accounts at designated financial institutions. In 1987, the Department of the Treasury's Financial Management Service (FMS) implemented the Vendor Express program, to pay vendors electronically through the Automated Clearing House (ACH) network.

The National Finance Center (NFC) has been using the Vendor Express system (Vendor Express) to pay vendors since 1988. Vendor Express is an electronic funds transfer (EFT) system used to directly deposit into a vendor's designated bank accounts the Government's payment for goods and/or services provided to a Federal agency.

Advantages of Vendor Express

For vendors – Vendor Express means:

- no delay in depositing funds
- prompt availability of funds reducing the 2–3 day mail time
- better cash management
- payments remaining with the payment information
- no lost or stolen checks
- payments that are fully traceable

For agencies – Vendor Express means:

- a sure and effective way to comply with the Prompt Payment Act
- fewer nonreceipt inquiries
- reduction in operating costs due to less manual payment processing and streamlining operations
- no extra charge from the Department of the Treasury for cutting paper checks

Agencies are urged to market Vendor Express to their vendors. They should ask vendors if they are enrolled in the program. If they are not enrolled, the agency personnel should explain the advantages of having payments directly deposited in the vendor's bank account. If they are interested in participating in Vendor Express, either the vendor or an agency representative

should contact the Miscellaneous Payments Section at the applicable number below to initiate the enrollment process.

Vendor **1-800-421-0323**
Agency **504-255-4647**

Vendor Express Enrollment

After the agency representative or vendor contacts the Miscellaneous Payments Section, an enrollment package is generated and mailed to the vendor.

The enrollment package (**Exhibit 1**) contains (1) an enrollment letter, (2) Form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form, (3) a Vendor Express Program Highlights/Checklist, and (4) a brochure produced by Treasury explaining the Vendor Express program. A copy of Form SF-3881, with field descriptions, is provided in **Exhibit 2**.

There are two types of vendors in Vendor Express: (1) those who bill NFC directly on a cyclical basis and (2) those who do not bill NFC on a cyclical basis.

Annually, vendors who have not been contacted previously by NFC about enrollment in Vendor Express and **bill NFC on a cyclical basis**, i.e., telephones, utilities, gasoline credit cards, and transportation vendors, will receive a solicitation package explaining Vendor Express. In addition, those vendors who have been contacted previously and have not responded will receive a follow-up solicitation package.

Note: The solicitation package contains the same items as the enrollment package, except for the solicitation letter.

Upon enrollment in Vendor Express, vendors who **do not bill NFC on a cyclical basis**, i.e., purchase orders, over-the-counter purchases, and miscellaneous payments vendors, will be assigned a Vendor Express identification number which must be used on all payment documents sent to NFC.

Note: Vendors in this group may service several agencies or departments; however, only one Vendor Express number is needed. Therefore, agency personnel should ask vendors if they are enrolled in Vendor Express to be certain a duplicate enrollment does not occur.

Voucher and Invoice Payments Manual

Introduction

Vendor Express

Vendor Express Identification Numbers

The following information applies to vendors in the Purchase Orders (PRCH), Over-the-Counter Purchases (PVIN), and Miscellaneous Payments (MISC) systems only. Agencies will need to inform these vendors individually about Vendor Express and take responsibility for transferring the Vendor Express identification (ID) number onto the payment document which is sent to NFC.

Note: The Vendor Express ID number is not entered on the AD-838B, Invoice-Receipt Certification; however, this number **must** be entered on the second line of the remittance address on the invoice prior to forwarding the AD-838B and invoice to NFC.

When the vendor receives Form SF-3881, a Vendor Express ID number has been assigned to the vendor and system generated on the form. The 9-digit NFC-assigned number must be entered on **all** payment documents sent to NFC from the vendor (*invoice*) or agency, to identify the payment as a Vendor Express payment.

Instructions for entering the Vendor Express ID number on payment documents are as follows:

Entering a Vendor Express ID Number on Form AD-838. When an agency has a vendor enrolled in Vendor Express and knows the Vendor Express ID number, enter this number (VXP immediately followed by the 9-digit number) on the third line in the seller's address on the AD-838 prior to forwarding the AD-838 to NFC. (See Figure 1.)

Entering a Vendor Express ID Number on Form AD-838D. When an agency receives an invoice for a type 45 purchase order from a vendor enrolled in Vendor Express and a Vendor Express ID number is shown in the remittance address on the invoice, the agency must refer to the originating Form AD-838, to verify that the Vendor Express ID number and the complete remittance address that was entered on Form AD-838 is the same as shown on the invoice. If the Vendor Express ID number has not been entered on the originating Form AD-838 or is different from the Vendor Express number on the vendor's invoice, on the third address line on the AD-838D, enter "VXP" immediately followed by the Vendor Express ID number shown on the invoice. (See Figure 2.)

Entering a Vendor Express ID Number on Form AD-744. When an agency has an over-the-counter purchase and the vendor is enrolled in Vendor Express, enter the Vendor Express ID number (VXP immediately followed by the 9-digit number plus the street address or post office box number) on the Address line on the AD-744. (See Figure 3.)

Entering a Vendor Express ID Number on Form AD-757. When an agency receives an invoice from a vendor enrolled in Vendor Express and a Vendor Express ID number is shown in the remittance address on the invoice, record this number (VXP immediately followed by the 9-digit number) on the 2nd Line Address (Block 10) on the AD-757. (See Figure 4.)

12 LINE ITEM	13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT

Figure 1. Form AD-838, Purchase Order

Voucher and Invoice Payments Manual

Introduction

Vendor Express

Title II
Chapter 1
Section 2

BPA — INVOICE-RECEIPT CERTIFICATION
See Completion Instructions On Reverse of Agency Copy

1. BLANKET PURCHASE AGREEMENT (BPA) ORDER NUMBER 45 -				6. VENDOR'S REMITTANCE NAME AND ADDRESS Street or P.O. Box, City, State, and Zip Code: <i>Complete this block only when the remittance address is different from Block 10 on Form AD-526</i> Sue Jones 123 Sample Street VXPXXXXXXXXX Anytown, LA 70122			
2. VENDOR/SELLER IDENT NUMBER		3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE Month Day Year		4. DATE BILLING STATEMENT RECEIVED Month Day Year		7. In approving this voucher, I have determined that the items billed were received, inspected, and accepted as complying with the BPA indicated in Block 1.	
5. VENDOR PAYMENT REFERENCE NUMBER							
8. LINE ITEM NO.	9. FUND CODE	10. UNIT CODE	11. BUDGET OBJECT	12. SF 351 CODE	13. ACCOUNTING CLASSIFICATION		14. DOLLAR AMOUNT

Figure 2. Form AD-838D, BPA-Invoice-Receipt Certification

ER DATE	FUND CODE	ORDER NUMBER (Vesp 47)	SUPPLIES/SERVICES	QTY	UNIT PRICE	AMOUNT	SEE COMPLETION INSTRUCTIONS ON COVER VENDOR'S INVOICE NO FURTHER INVOICE NECESSARY THE NPC PROCESSING COPY IS YOUR INVOICE	
NAME VXPXXXXXXXXX 123 Sample Street CITY STATE ZIP CODE INVOICE OR REFERENCE NUMBER FORM 100 NO YES TAXPAYER'S IDENT NUMBER SIGNATURE AGENCY NAME AND ADDRESS CITY STATE ZIP CODE ACCOUNTABLE OFFICIAL SIGNATURE NPC ASSIGNED NUMBER			FOR PS USE ONLY LESS APPLICABLE STATE MOTOR FUEL TAX FOR STATE OF D DISCOUNT TERMS STATE DATE 1 TOTAL PAY REQUESTED		2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100			
ACCOUNTING CLASSIFICATION			DATE		AMOUNT			

Figure 3. Form AD-744, Purchase Order/Invoice/Voucher

MISCELLANEOUS PAYMENTS SYSTEM
See completion instructions published in Title II, Voucher and Invoice Payments Manual, Chapter 6, Section 5.

1. VENDOR/SELLER IDENT NO. (11)		2. FUND CODE (2)		3. UNIT CODE (2)		4. VOUCHER NUMBER (5)		5. PAYMENT CODE (2)		6. ACTION CODE (1)		7. FOREIGN COUNTRY CODE (2)	
8. PAYEE NAME (30)								13. DATE AGENCY RECEIVED INVOICE (8) MO DAY YR		14. DATE GOODS REC/ACC/ SERV PERIOD END DATE (8) MO DAY YR		15. TYPE COMMODITY/PAYMENT CODE (Enter one code only) M = Meat C = Construction X = Other Goods and Services D = Dairy O = Other Goods and Services (Pay Immediately) P = Perishable Food	
9. 1ST LINE ADDRESS (30)								16. TIME DISCOUNT					
10. 2ND LINE ADDRESS (30)/OR VENDOR EFT IDENTIFICATION NUMBER (12) VXPXXXXXXXXX								17. ORDER/CONTRACT DATE MO DAY YR				18. VENDOR INVOICE DATE MO DAY YR	
11. CITY (20) STATE (2) ZIP CODE (10)								12. CHECK IDENT. INFORMATION (i.e., Order/Invoice Date, Order/Contract/Invoice No.)					
1. (30)								2. (30)					

Figure 4. Form AD-757, Miscellaneous Payment System

Voucher and Invoice Payments Manual

Introduction

Vendor Express

Payment Information

To verify the accuracy of an enrollment, NFC sends the financial institution a prenotification (test transfer payment) zero dollar entry. (See **Exhibit 3**.) The financial institution verifies that the information is correct and returns the prenotification to NFC within 3 workdays to allow corrections to be made prior to sending live payments. **Note:** A vendor is not established in Vendor Express until the prenotification is returned to NFC.

After the vendor is established in Vendor Express, NFC sends a proof letter (**Exhibit 4**) to the vendor as notification that the test payment was successful and Vendor Express payments can begin.

When funds are transferred to a vendor's account, NFC supplies the vendor's financial institution with a pay-

ment identification record. This record includes information, (e.g., invoice number, purchase order number, reference number, etc.). **Note:** Be sure this information is entered on the payment document.

The financial institution credits the payment to the vendor's account, notifies the vendor of the credit, and provides the payment information.

The vendor should discuss with the financial institution what notification is provided when the account is credited. Prior to receiving payments, the vendor and the financial institution should fill in the Vendor Express Program Highlights/Checklist, which is included in the enrollment package (**Exhibit 1**), to agree on what information is reported. After completing the checklist, each party should retain a signed copy for their records.

Exhibits

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Title II
Chapter 1
Section 2
Exhibit 1
Page 1

Enrollment Letter
(Vendor Enrollment Package)



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. BOX 60000
New Orleans
Louisiana 70160

FEBRUARY 08, 1993

XEROX CORPORATION
BOX 123
ROCHESTER, NY 55555

68 XXXXXXXXX 5

Thank you for your interest in the electronic funds transfer (EFT) program termed Vendor Express. The electronic payment means that in lieu of receiving a check for goods and/or services provided to the Department of Agriculture and other Departments serviced by USDA's National Finance Center (NFC), your company's payment will be sent via EFT and automatically credited to your account at the financial institution. The EFT program has proven to be an efficient and cost effective mechanism for making payments, for increasing payment security, and for eliminating the 2- to 3-day mail time. In addition, funds are credited and available to the recipient on the due date without the need for making a manual deposit.

The Department of the Treasury and NFC are enthusiastic about this means for making payments and look forward to working with your company to make this a successful program.

The information requested on the attached Form SF-3881, ACA Vendor/Miscellaneous Payment Enrollment Form, is necessary to establish accurate electronic records for EFT payments, and will enable us to make timely accurate transfers to your financial institution. Also attached is the Vendor Express Program Highlights/Checklist which is used to establish a written agreement between you and your financial institution as to what information will be provided to you with each credit to your account. After completing the checklist, each party should retain a signed copy for their records. A Treasury brochure has also been included explaining the Vendor Express program.

After your financial institution information has been recorded at NFC, you can identify your company as a Vendor Express user by providing the following Vendor Express account number on your invoice: VXPXXXXXXXXX. This special number also indicates a request for payment via Vendor Express and must be included as part of the remittance address on your invoice immediately preceding your city, state, and ZIP Code as shown in the following example:

Remit To: XEROX CORPORATION
Box 123
VXPXXXXXXXXX
ROCHESTER, NY 55555

ENROLLMENT:

Adhering to these instructions will ensure successful implementation of your company's payments in VENDOR EXPRESS.

- To receive payments electronically from NFC, it is necessary that you complete the PAYEE/COMPANY INFORMATION section on the attached enrollment Form SF-3881.

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Enrollment Letter
(Vendor Enrollment Package)

- 2 -

- After completing the PAYEE/COMPANY INFORMATION section, please take the enrollment form to the EFT/ACH Coordinator of your financial institution for completing of the FINANCIAL INSTITUTION INFORMATION section. The completed enrollment form will ensure that your financial institution is prepared to accept VENDOR EXPRESS payments from the NFC.

PAYMENT IDENTIFICATION INFORMATION:

We will supply your financial institution with a payment identification record each time electronic funds are transferred. Discuss with the EFT/ACH Coordinator what payment information will be provided to you with each credit to your account.

The payment information transmitted to your financial institution will include the following information currently being provided with your checks:

- A reference to assist your proper application of the payment and to facilitate any inquiry to NFC.
- The amount being electronically transferred to your account.
- The amount of the bill.
- The amount of any interest due under the Prompt Payment Act that may be included in the payment, along with the number of days late and the interest rate used.
- The notation USDA-NFC

Please return the enrollment form SF-3881 within 20 days from the date of this letter to the NFC at the address provided on the form in the AGENCY INFORMATION section.

If you have any questions concerning this request, please contact the NFC at 1-800-421-0323.

Sincerely,

JOHN R. ORTEGO
Director

Attachment

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Title II
Chapter 1
Section 2
Exhibit 1
Page 3

**Form SF-3881, ACH Vendor/Miscellaneous Payment
Enrollment Form (Vendor Enrollment Package)**

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

The form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

National Finance Center

AGENCY IDENTIFIER

AGENCY LOCATION CODE (ALC):

ACH FORMAT:

☒ CCD+

☐ CTX

☐ CTP

ADDRESS

P.O. Box 60000

New Orleans LA 70160

CONTACT PERSON NAME

NFC Inquiry

TELEPHONE NUMBER

(800) 421-0323

ADDITIONAL INFORMATION

Vendor ID 68 XXXXXXXXXX 5

PAYEE/COMPANY INFORMATION

NAME

XEROX CORPORATION

SSN NO. OR TAXPAYER ID NO.

ADDRESS

BOX 123

ROCHESTER

NY 55555

CONTACT PERSON NAME:

TELEPHONE NUMBER

()

FINANCIAL INSTITUTION INFORMATION

NAME

ADDRESS

ACH COORDINATOR NAME

TELEPHONE NUMBER

()

NINE DIGIT ROUTING TRANSIT NUMBER:

— — — — —

DEPOSITER ACCOUNT TITLE:

DEPOSITER ACCOUNT NUMBER:

LOCKBOX

TYPE OF ACCOUNT:

☐ CHECKING

☐ SAVINGS

☐ LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:
(Could be the same as ACH Coordinator)

TELEPHONE NUMBER

()

NSN 7540-01-274-9925

3881.102

SF 3881 12/90
Prescribed by Department

VENDOR EXPRESS PROGRAM HIGHLIGHTS/CHECKLIST FOR U.S. GOVERNMENT CORPORATE CUSTOMERS AND THEIR SERVICING FINANCIAL INSTITUTIONS

The Financial Management Service (FMS) of the Department of the Treasury initiated a new Electronic Funds Transfer (EFT) program in 1987 for 77 million annual payments to corporate customers who provide goods and services to the U.S. Government. These payments are directly deposited into corporate accounts at financial institutions on the expected payment date, via the Automated Clearing House (ACH) network

The ACH is a network for exchanging electronic debit and credit entries among financial institutions, corporations, the Government, and individuals. For Government-initiated payments, magnetic tapes are furnished to the originating Federal Reserve Bank for processing and distribution to those financial institutions that participate in this ACH network.

FMS is primarily using one corporate ACH payment format, the Cash concentration or Disbursement plus (CCD+) format. This format, approved by the National Automated Clearing House Association (NACHA), includes an addendum record structured in accordance with the American National Standards Institute (ANSI) X12.4 syntax. The addendum includes a maximum of 80 characters of Federal Agency information that is required by the payee (the financial institution's corporate customer) in order to identify the reason for the credit, such as invoice or customer reference numbers. The following are provided as examples of ANSI X12.4 syntax that would typically be associated with a CCD+ addendum record format ("7-05"):

DEFINITION OF EXAMPLE FIELDS

(SEE REVERSE SIDE FOR CHECKLIST)

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Title II
Chapter 1
Section 2
Exhibit 1
Page 5

Vendor Express Program Highlights/Checklist
(Vendor Enrollment Package)

VENDOR EXPRESS PROGRAM CHECKLIST

The services listed below represent an understanding by both parties - The Corporate Customer and The Servicing Financial Institution:

⊗ Both parties understand that the servicing financial institution will pass on addendum record information to the corporate customer (See reverse side for examples) according to these instructions:

⊗ Both parties understand that the addendum information will be provided to the corporate customer in the following medium:

__Magnetic Tape

__Credit Advice

__Listing

__On-Line Query

__Statement

__Telephone Call

__Other (Please specify):

⊗ Both parties understand that the addendum information will be provided to the corporate customer within the following timeframe:

__Same day as payment date

__Day following

__Other (Please specify):

⊗ Both parties understand that there may be a fee associated with the servicing financial institution providing this addendum information to the corporate customer?

__No

__Yes

Basis for Fee

__Per Transaction

__Flat Fee (Mo/Qtr)

__Other (Please specify):

Financial Institution Signature

Date:

Financial Institution Name:

Primary Contact:

Telephone #:

Company Signature

Date:

Company Name:

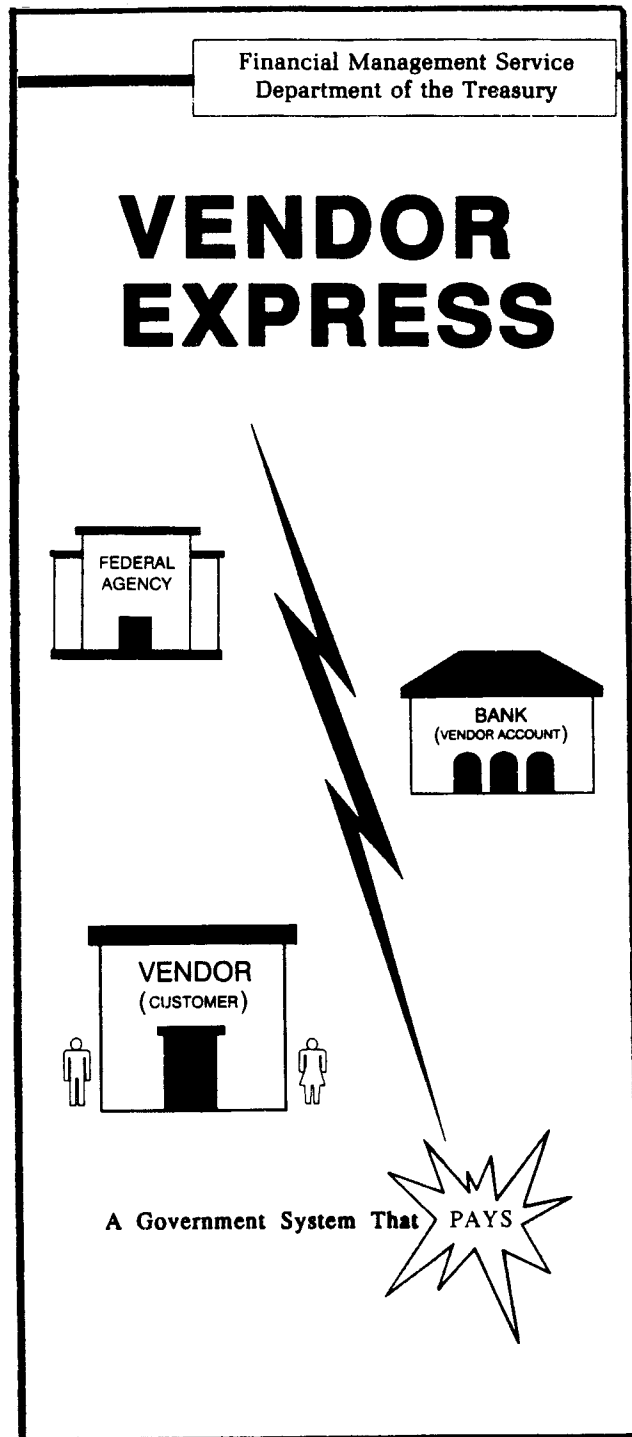
Primary Contact:

Telephone #:

**FOR FURTHER INFORMATION OR CLARIFICATIONS, PLEASE CONTACT THE
REMITTING FEDERAL AGENCY, OR CALL THE CUSTOMER ASSISTANCE STAFF,
U.S. TREASURY FINANCIAL CENTER, AT (913) 236-3470.**

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Vendor Express Brochure
(Vendor Enrollment Package)



Voucher and Invoice Payments Manual
Introduction
Vendor Express

Title II
Chapter 1
Section 2
Exhibit 2
Page 1

**Form SF-3881, ACH Vendor/Miscellaneous
Payment Enrollment Form**

Upon receipt of the enrollment package, the vendor completes the **Payee/Company Information** section on the SF-3881. Below is a sample of this form. The numbers in the description fields correspond to the blocked numbers on the form. **Note:** Certain blocks in the Agency Information section and Payee/Company Information section are system-generated with data that was supplied by the vendor or agency in the initial contact with NFC.

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM	
The form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.	
PRIVACY ACT STATEMENT	
The following information is provided to comply with the Privacy Act of 1974 (P.L.93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.	
AGENCY INFORMATION	
FEDERAL PROGRAM AGENCY [3]	
National Finance Center	
AGENCY IDENTIFIER [4]	AGENCY LOCATION CODE (ALC): [5]
ACH FORMAT: [6] <input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP	
ADDRESS [7]	
P.O. Box 60000	
New Orleans LA 70160	
CONTACT PERSON NAME [1]	TELEPHONE NUMBER [8]
NFC Inquiry	
ADDITIONAL INFORMATION [9]	
Vendor ID 68 XXXXXXXXX 5	
PAYEE/COMPANY INFORMATION	
NAME [10]	SSN NO. OR TAXPAYER ID NO. [11]
XEROX CORPORATION	
ADDRESS [12]	
BOX 123	
ROCHESTER NY 55555	
CONTACT PERSON NAME: [13]	TELEPHONE NUMBER [14]
()	
FINANCIAL INSTITUTION INFORMATION	
NAME [15]	
ADDRESS [2]	
[2]	
ACH COORDINATOR NAME [16]	
TELEPHONE NUMBER [17]	
()	
NINE DIGIT ROUTING TRANSIT NUMBER: [18] _ _ _ _ _	
DEPOSITER ACCOUNT TITLE: [19]	
DEPOSITER ACCOUNT NUMBER: [20]	
LOCKBOX [21]	
TYPE OF ACCOUNT: [22] <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator) [23]	TELEPHONE NUMBER [24]
()	

NSN 7540-01-274-9925

3881.102

SF 3881 12/90
Prescribed by Department of
Treasury

Voucher and Invoice Payments Manual

Introduction

Vendor Express

Form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form Field Descriptions

Agency Information

1 Federal Program Agency. The agency's name. This block is system generated.

2 Agency Identifier. Blank.

3 Agency Location Code (ALC): Blank.

4 ACH Format. The ACH format selection. This block is system generated. CCD=Cash Concentration or Disbursement Plus (single payment, single addendum record), CTX=Corporate Trade Exchange/CTP=Corporate Trade Payment (single payment, multiple addenda records).

5 Address. The agency's address. This block is system generated.

6 Contact Person Name. The agency's contact person. This block is system generated.

7 Telephone Number. The agency's telephone number. This block is system generated.

8 Additional Information. The NFC-assigned number (the 9 digits in the center of the vendor express identification number). This block is system generated. This vendor ID number must be recorded on all payment documents sent to NFC. Payee/Company Information *(The blocks in this section that are not system generated are completed by the vendor.)*

9 Name. The vendor's name. This block is system generated.

10 SSN No. or Taxpayer ID No. The vendor's social security number or taxpayer identification number.

11 Address. The vendor's address. This block is system generated.

12 Contact Person Name. The name of the person who may be contacted for inquiries on this payment.

13 Telephone Number. The contact person's telephone number, including the area code.

After completing the **Payee/Company Information** section, the vendor submits the form to the financial institution to complete the **Financial Institution Information** section as follows:

Financial Institution Information *(The blocks in this section are to be completed by the Financial Institution.)*

14 Name. The name of the vendor's financial institution.

15 Address. The financial institution's street address including the ZIP Code.

16 ACH Coordinator Name. The name of the financial institution's ACH coordinator.

17 Telephone Number. The ACH Coordinator's telephone number, including the area code.

18 Nine-Digit Routing Transit Number. The financial institution's routing transit number. This number is used to direct a deposit to its proper account.

19 Depositor Account Title. The name on the vendor's account.

20 Depositor Account Number. The number of the account to which funds are to be deposited.

21 Lockbox Number. The number of the lockbox where funds are deposited.

22 Type of Account. The type of account to which funds are deposited.

23 Signature and Title of Authorized Official (could be the same as ACH Coordinator). The name and title of the person authorized to handle this ACH transaction.

24 Telephone Number. The telephone number of the authorized official, including the area code.

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Title II
Chapter 1
Section 2
Exhibit 3

Prenotification Letter



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. BOX 60000
New Orleans
Louisiana 70160

SOVRAN BANK NA
12345 ACH DEPT
ROCHESTER, NY 55556

FEBRUARY 1, 1993
ROUTING NUMBER: 012345678

The customer account identified below is being converted to the Electronic Funds Transfer 9EFT program called "Vendor Express." Within 10 days, the National Finance Center (NFC) will direct to your financial institution a prenotification entry of payment information (wire transfer payment with zero dollar amounts) for this account.

Please retain this letter until you receive the prenotification entry. Upon receipt, please determine that the prenotification entry is correct by verifying that you could have posted the transfer to the proper account had it been a "live" payment. If the payment would have rejected because of incorrect depositor account number and/or type of account, please enter the correct information in the space provided below.

The transfer will be accompanied by an addendum record containing payment information that should be relayed to the depositor's address.

We ask that you verify the prenotification entry and return this letter within three (3) workdays to allow sufficient time for corrections prior to sending live payments. The completed letter should be returned to: National Finance Center, ATTN: Vendor Express Program, P.O. Box 60,000 New Orleans, LA 70160. If you have any questions concerning this request, please call our toll free number 1-800-421-0323.

JOHN R. ORTEGO
Director

PRENOTIFICATION ENTRY VERIFICATION:

<u>NFC VENDOR ID</u>	<u>PAYEE</u>	<u>DEPOSITOR ACCOUNT NUMBER</u>	<u>TYPE OF ACCOUNT</u>
68 XXXXXXXX 9	XEROX CORPORATION BOX 123 ROCHESTER, NY 55555	777-888	C

1. () The prenotification entry received for this depositor is correct.
2. () The prenotification entry should be corrected as follows:

3. Depositor Account Number _____ Type of Account _____
We will() will not () forward addenda information to depositor.

VERIFICATION BY FINANCIAL INSTITUTION OFFICIAL

Signature _____ Date _____

Financial Institution Identification (if different from above):

Name: _____ Routing Number _____

Address: _____

City: _____ State: _____ Zip: _____

Voucher and Invoice Payments Manual
Introduction
Vendor Express

Proof Letter



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. BOX 60000
New Orleans
Louisiana 70160

FEBRUARY 08, 1993

68-XXXXXXXX-0

XEROX CORPORATION
BOX 123
ROCHESTER, NY 55555

VENDOR CONTACT
JOE SMITH
(999) 123-5555

The National Finance Center (NFC) is ready to implement payment of your invoice via Vendor Express, the electronic fund transfer program in which you recently enrolled. Your financial institution has notified us that a test payment for the electronic fund transfer to your account was successful. Invoices which bear your identifying number, VXPXXXXXXXXX, in the remit-to address line which immediately precedes your city and state will be paid via Vendor Express.

We will supply your financial institution with a payment identification record each time electronic funds are transferred. Please contact them to determine what notification they will provide you for each credit to your account.

Our records contain the information shown below. If any of this information is incorrect, please call the NFC immediately at 1-800-421-0323. Also, confirm your call by correcting the information on this letter and returning the entire letter to the NFC.

Thank you for your cooperation. We look forward to serving you better through Vendor Express.

JOHN R. ORTEGO
Director

PAYMENTS WILL BE ELECTRONICALLY TRANSMITTED TO:

SOVRAN BANK NA
12345 ACH DEPT
ROCHESTER, NY 55556

Routing Number: 012345678

ACH Coordinator: Name: SUE JONES

Title: ACH COORDINATOR

Phone: (999) 777-5555

YOUR FINANCIAL INSTITUTION SUPPLIED THE FOLLOWING INFORMATION ABOUT YOUR ACCOUNT; PLEASE VERIFY.

Account Title	Account Number	Account Type
XEROX CORPORATION	03-123456	CHECKING

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[Advantages of Vendor Express](#), 1

E

[Enrollment Letter \(Vendor Enrollment Package\)](#), 7

[Entering a Vendor Express ID Number on Form AD-744](#), 2

[Entering a Vendor Express ID Number on Form AD-757](#), 2

[Entering a Vendor Express ID Number on Form AD-838](#), 2

[Entering a Vendor Express ID Number on Form AD-838D](#), 2

F

[Form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form](#), 13

[Form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form Field Descriptions](#), 14

[Form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form \(Vendor Enrollment Package\)](#), 9

O

[Overview](#), 1

P

[Payment Information](#), 4

[Prenotification Letter](#), 15

[Proof Letter](#), 16

V

[Vendor Express Brochure \(Vendor Enrollment Package\)](#), 12

[Vendor Express Enrollment](#), 1

[Vendor Express Identification Numbers](#), 2

[Vendor Express Program Highlights/Checklist \(Vendor Enrollment Package\)](#), 10